Department of Safety and Professional Services

Division of Industry Services

4822 Madison Yards Way
PO Box 7162
Madison WI 53707-7162

Phone: 608-266-2112
Web: http://dsps.wi.gov
Email: dsps@wisconsin.gov

Tony Evers, Governor
Dawn Crim, Secretary

Instructions for Filing a Permit Using CSV Upload

Welcome! As a municipality that has chosen the Standard w/ CSV Upload Reporting Mode, you will find instructions for filing permit data from Wisconsin Uniform Building Permit Application Form SBD-5823 via upload of a CSV template file below.

Data entered in the **UDC_Permit_Submission_Template** worksheet and respective cells must comply with the provided format instructions within the column headers. You are responsible for entering only approved permits with all required and accurate information.

Fields denoted with (*) are required and each field provides an example of how data should be entered. There is limited validation or verification of information you enter. A sample of a keyed-in single permit is available for review below.

Important Formatting Requirements:

1. **Do not include commas** (,) in any of the data entered into the file. Commas cause the file to fail.
2. When separating values, use a semi-colon (;). Specific examples include:
    a. Permit Requested (1=Construction; 2=HVAC; 3=Electric; 4=Plumbing; 5=Erosion Control; 6=Other) (**Column C**)
    b. Project: 1=New; 2=Alteration; 3=Addition; 4=Repair; 5=Raze; 6=Move; 7=Other *(if New (1), no other project should be entered)* (**Column BW**)
    c. Occupancy: 1=Single Family; 2=Two Family; 3=Garage; 4=Other (**Column CM**)
    d. Stories: 1=1-Story; 2=2-Story; 3=Plus Basement; 4=Other (**Column CO**)
    e. Permits Issued: 1=Construction; 2=HVAC; 3=Electrical; 4=Plumbing; 5=Erosion Control (**Column DY**)
3. The following fields should be formatted as "Text" to ensure any leading zeros (0) are not removed from the file:
    a. Application No. **(Column A)** and
    b. Municipality Number of Dwelling Location **(Column DY)**
4. All Date related fields should be formatted in a common date format: mm/dd/yyyy
5. All Email related fields should be formatted in a common email format (i/e. email@email.com). If no e-mail is available, enter: na@email.com.
6. Do not use "N/A" for any required field denoted with (*).

After all the permits are entered into the **UDC_Permit_Submission_Template**, municipalities will need to upload the CSV template to comply with 2015 Act 211.

Municipal Portal Navigation

Login to UDC Municipal Portal

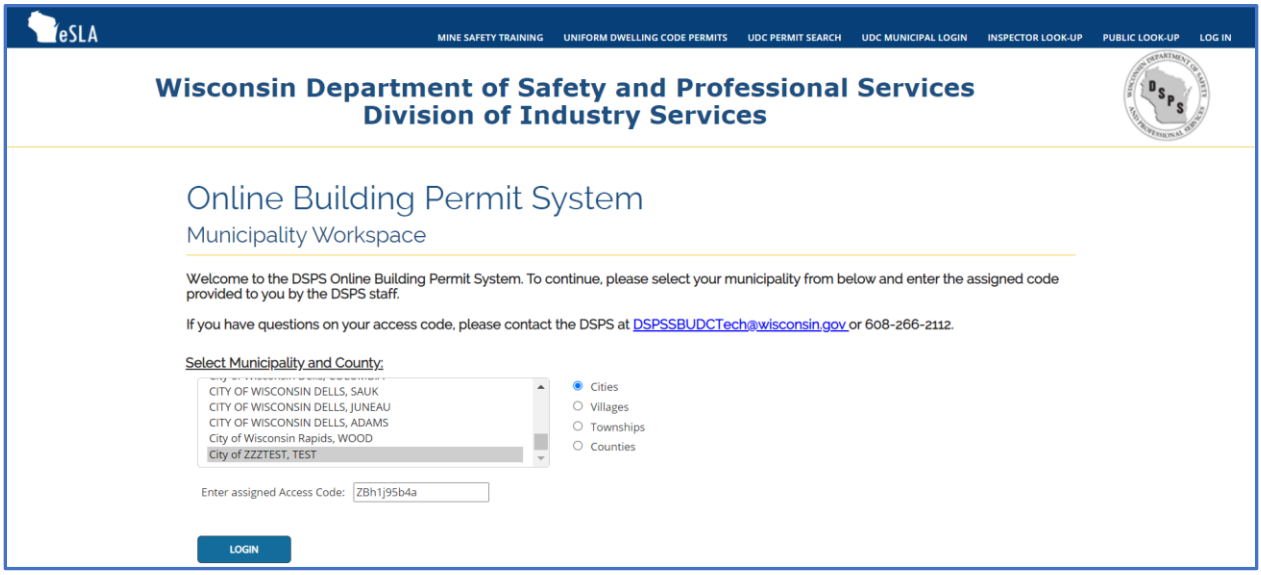
Step 1: Proceed to Website: https://esla.wi.gov/PortalCommunityLogin

Step 2: Select UDC Municipal Login

Step 3: Select your Municipality

Step 4: Enter your assigned Access Code

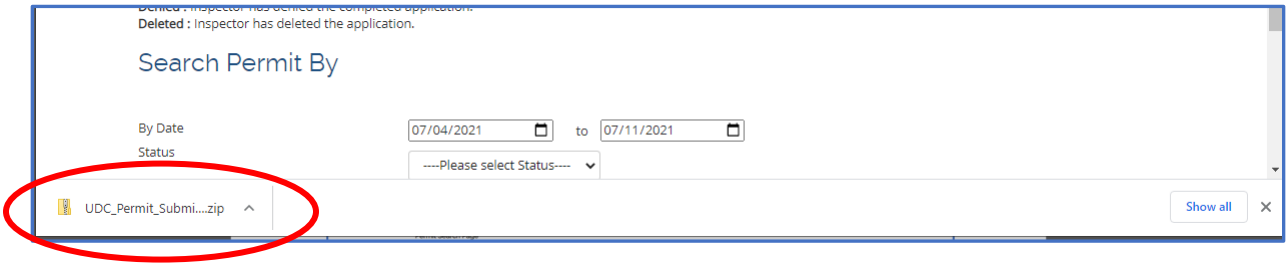
Step 5: Select the Login button



Download CSV Template

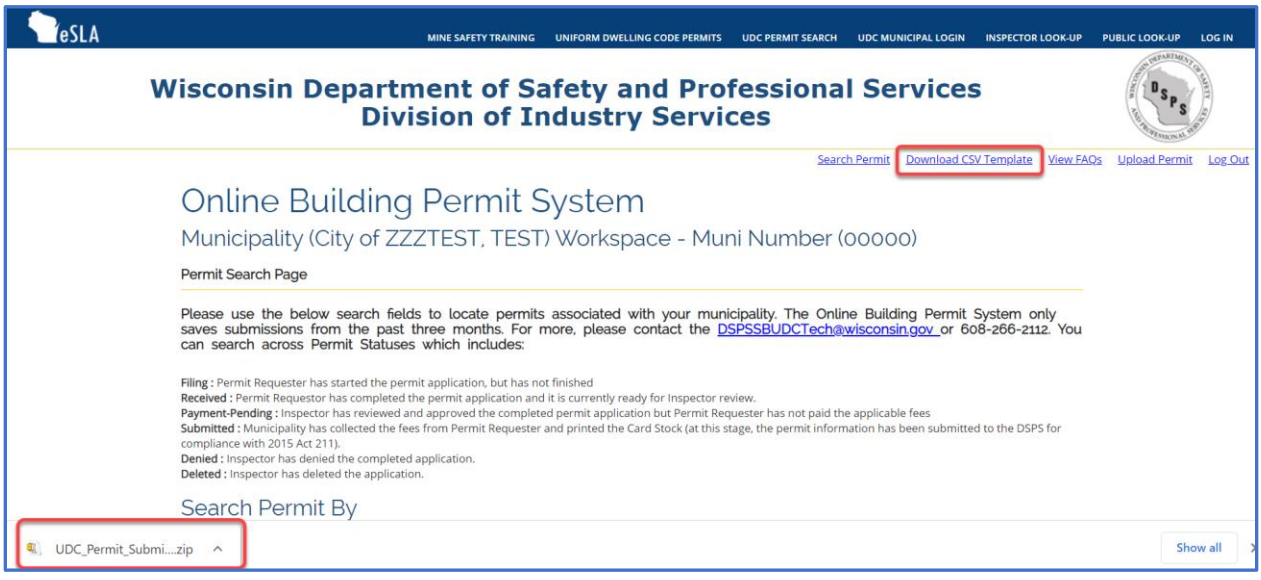
Step 1: Once logged into the UDC Municipal Portal, you will see a link to *"Download CSV Template."*

The file will download as a zip folder.



Step 2: Once you have downloaded the **UDC_Permit_Submission_Template**, refer to the Sample Permit Entry Guidance table below for entering approved permits into the file.

Step 3: After entering and validating all approved permit data, save the file as a .csv file type. Note other file types will cause the file to not upload properly.

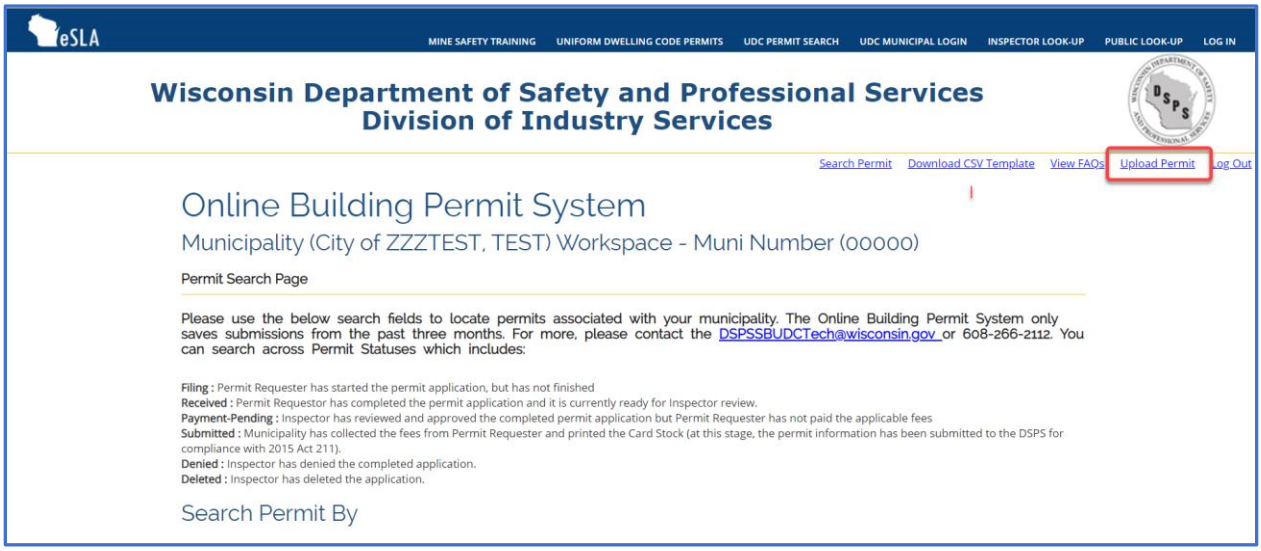


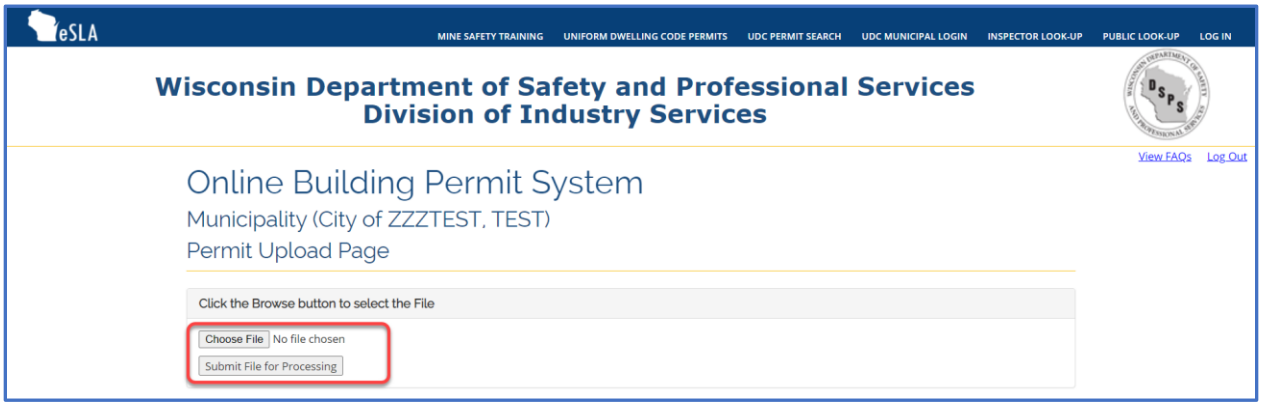
Upload Permit

Step 1: Once logged into the UDC Municipal Portal, you will see a link to *"Upload Permit."*

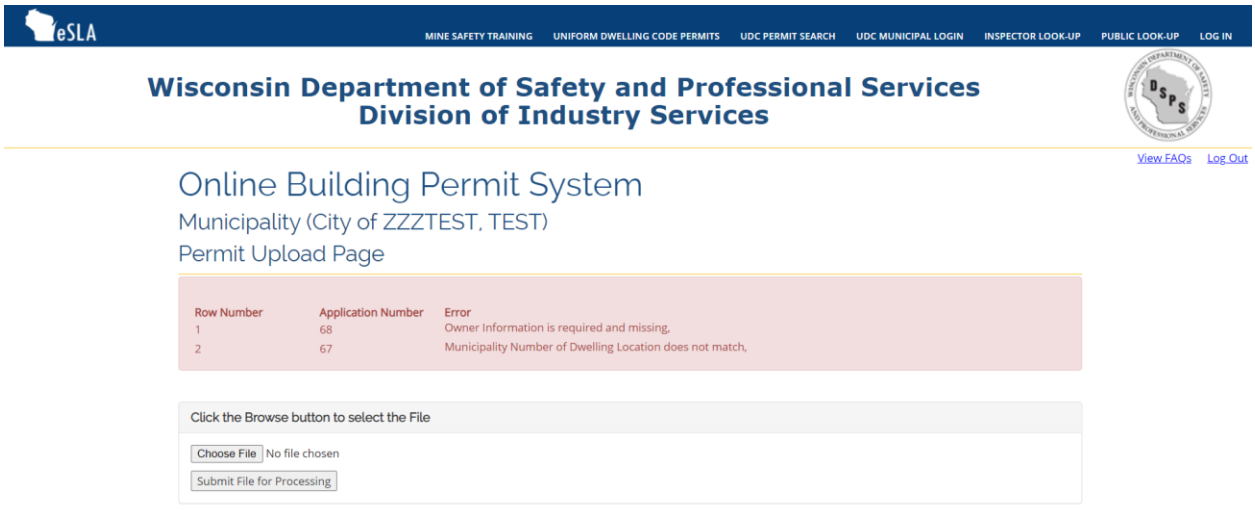
Step 2: On the upload permit page, select Choose File. Then navigate to the location of your .csv file on your network drive or computer.

Step 3: Once the file has been chosen, select the *Submit File for Processing* button





-Sample Error message*

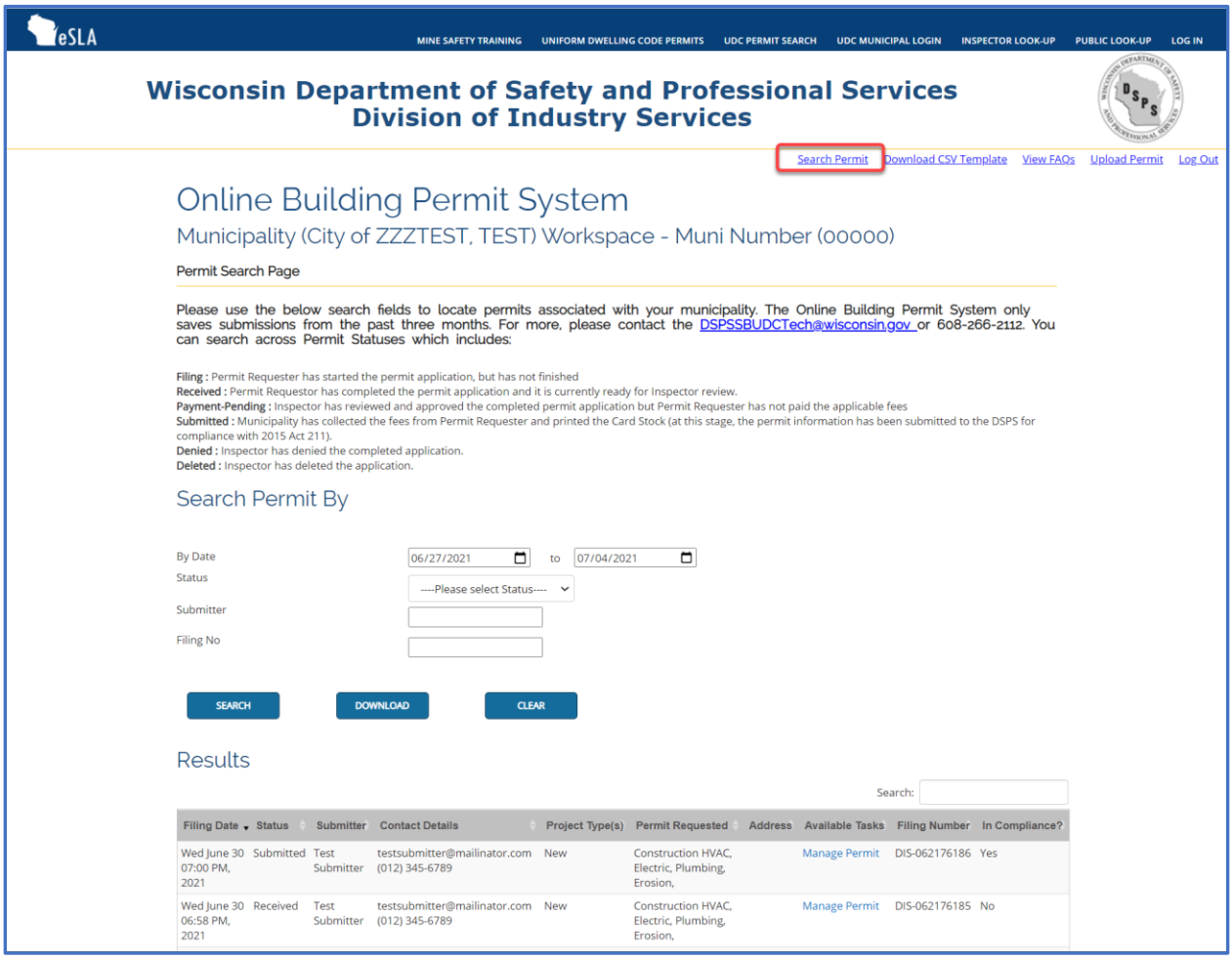


* See CSV File Error Messages table for more information on error definitions

-Sample Success message

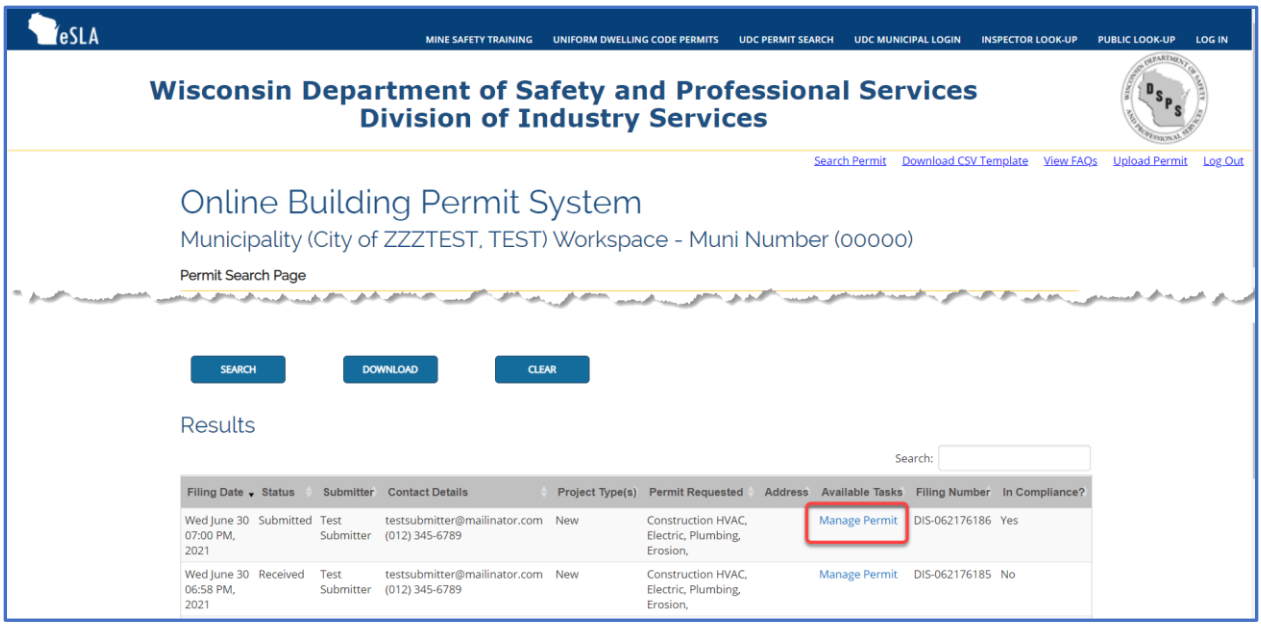
Permit Search

The main landing page for the Municipality Workspace will be the Search Permit page. From here municipalities can search by date range, status, submitter, and filing number. Results can be displayed in either a table format or downloaded.

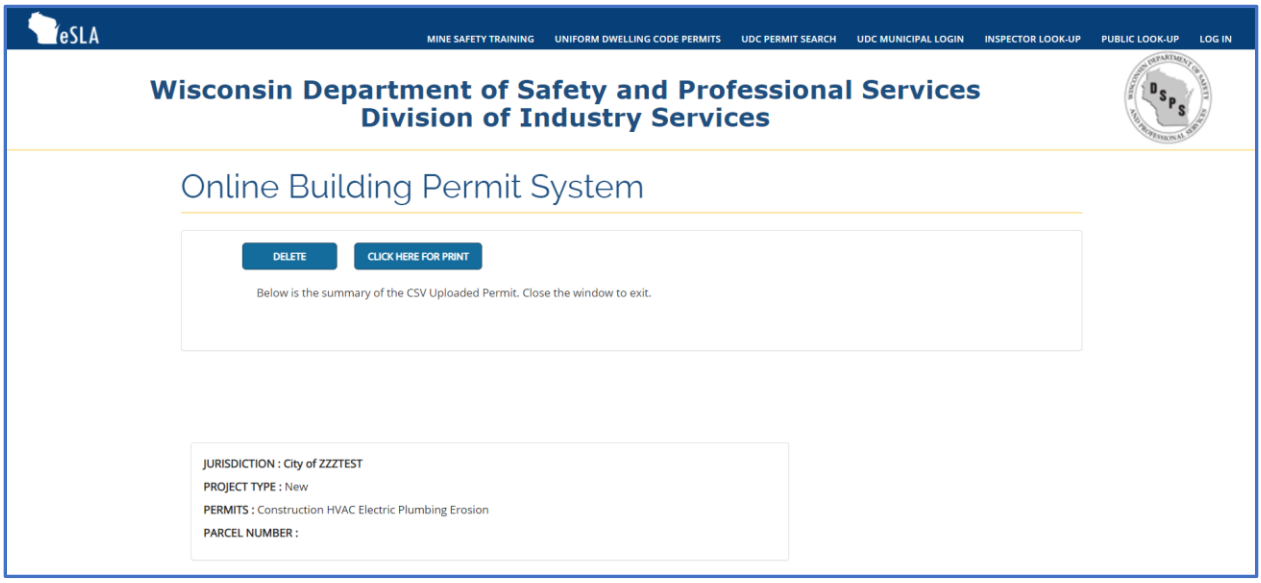


Manage Permit

After searching for permits, municipality users can select the *Manage Permit* option.



From the Manage Permit screen, municipality users can view, delete, or print a copy of an uploaded permit.



Sample Permit Entry Guidance

Column	Field	Cell Format	Sample Data
A (*)	Application No. (*)	Text	20161059
B	Parcel No.	General	94-4445-1112
C (*)	Permit Requested (1=Construction; 2=HVAC; 3=Electric; 4=Plumbing; 5=Erosion Control; 6=Other) (*)	General	1;2 *Ensure data is separated by semicolons (;) when entering multiple values.*
D (*)	Owner's Name (*)	General	test
E (*)	Owner's Street Address (*)	General	1400 E. Wash
F (*)	Owner's City (*)	General	Appleton
G (*)	Owner's Zip Code (*)	General	54915
H (*)	Owner's Email (*)	General	JaneDoe@address.com
I (*)	Owner's Telephone No. *(Format: xxx-xxx-xxxx)* (*)	General	920-111-1111
J (*)	Dwelling Contractor's Name (*)	General	Jane Q Public
K (*)	Dwelling Contractor's License/Certification No. (*)	General	DC-123456
L (*)	Dwelling Contractor's License/Certification No. Exp Date *(Format: mm/dd/yyyy)* (*)	Date	12/1/2021
M	Dwelling Contractor's Street Address	General	123 Test Street
N	Dwelling Contractor's City	General	Madison
O	Dwelling Contractor's Zipcode	General	44451
P	Dwelling Contractor's Telephone No. *(Format: xxx-xxx-xxxx)*	General	555-555-5555
Q	Dwelling Contractor's Email	General	janeqpulic@address.com
R (*)	Dwelling Contractor's Qualifier Name (*)	General	John Q. Public
S (*)	Dwelling Contractor Qualifier's License/Certification No. (*)	General	DCQ-1115662
T (*)	Dwelling Contractor Qualifier's License/Certification No. Exp Date *(Format: mm/dd/yyyy)* (*)	Date	8/9/2017
U	Dwelling Contractor Qualifier City	General	Appleton
V	Dwelling Contractor Qualifier ZipCode	General	54914
W	Dwelling Contractor Qualifier Telephone No. *(Format: xxx-xxx-xxxx)*	General	920-111-1111
X	Dwelling Contractor Qualifier Email	General	johnqpublic@address.com
Y	HVAC Name	General	HVAC LLC
Z	HVAC License/Certification No.	General	111223
AA	HVAC License/Certification Exp Date *(Format: mm/dd/yyyy)*	Date	8/8/2017
AB	HVAC Street Address	General	303 Sample Street
AC	HVAC City	General	Appleton
AD	HVAC Zipcode	General	54914
AE	HVAC Telephone No. (Format: xxx-xxx-xxxx)	General	920-111-1101
AF	HVAC Email	General	HVACLLC@address.com
AG	Electrical Name	General	ELECTRIC LLC
AH	Electrical License/Certification No.	General	552233
AI	Electrical License/Certification No. Exp Date *(Format: mm/dd/yyyy)*	Date	8/8/2017

AJ	Electrical Street Address	General	304 E Sample Street
AK	Electrical City	General	Appleton
AL	Electrical Zipcode	General	54914
AM	Electrical Telephone No. (Format: xxx-xxx-xxxx)	General	920-111-1101
AN	Electrical Email	General	ElecLLC@address.com
AO	Master Electrician Name	General	ME LLC
AP	Master Electrician License/Certification No.	General	451254
AQ	Master Electrician License Expiration Date *(Format: mm/dd/yyyy)*	Date	8/8/2017
AR	Master Electrician Street Address	General	304 Sample Street
AS	Master Electrician City	General	Appleton
AT	Master Electrician Zipcode (5 digits)	General	54914
AU	Master Electrician Telephone No. (Format: xxx-xxx-xxxx)	General	920-111-1101
AV	Master Electrician Email	General	MELLC@address.com
AW	Plumbing Name	General	PLUMB LLC
AX	Plumbing License/Certification No.	General	78456
AY	Plumbing License/Certification No. Exp Date *(Format: mm/dd/yyyy)*	Date	8/8/2017
AZ	Plumbing Street Address	General	305 Sample Street
BA	Plumbing City	General	Appleton
BB	Plumbing Zipcode	General	54914
BC	Plumbing Telephone No. (Format: xxx-xxx-xxxx)	General	920-111-1101
BD	Plumbing Email	General	PlumLLC@address.com
BE	Project Location Lot Area (Sq. ft.)	General	20000
BF	One acre or more of soil will be disturbed: 0=No, 1=Yes	General	1
BG (*)	Town/Village/City Type (*): Town Of *OR* Village Of *OR* City Of *OR* County Of	General	City Of
BH (*)	Town/Village/City NAME (*)	General	Test
BI	_ ¼; _ ¼; of Section _ ; T_N; R_E/W	General	15-45-56
BJ	Building Street Address	General	1313 Test Drive
BK	Building City	General	Bayfield
BL	Building Zipcode	General	54123
BM	County	General	BAYFIELD
BN	Subdivision Name	General	SCHOOL LANE
BO	Lot No.	General	15
BP	Block. No	General	15
BQ	Zoning District(s)	General	SC-2
BR	Zoning Permit No.	General	122335
BS	Setbacks: Front (ft.)	General	36
BT	Setbacks: Rear (ft.)	General	48.6
BU	Setbacks: Left (ft.)	General	14.5
BV	Setbacks: Right (ft.)	General	14.4
BW (*)	Project: 1=New; 2=Alteration; 3=Addition; 4=Repair; 5=Raze; 6=Move; 7=Other *(if New (1), no other project should be entered)* (*)	General	1;4;6 *Ensure data is separated by semicolons (;) when entering multiple values.*
BX	Unfin. Bsmt Unit 1	General	1500
BY	Unfin. Bsmt Unit 2	General	1500

BZ	Unfin. Bsmt Total	General	3000
CA	Living Area Unit 1	General	1000
CB	Living Area Unit 2	General	1000
CC	Living Area Total	General	2000
CD	Garage Unit 1	General	500
CE	Garage Unit 2	General	500
CF	Garage Total	General	1000
CG	Deck/Porch Unit 1	General	700
CH	Deck/Porch Unit 2	General	700
CI	Deck/Porch Total	General	1400
CJ	Totals Unit 1	General	3700
CK	Totals Unit 2	General	3700
CL	Totals All	General	7400
CM	Occupancy: 1=Single Family; 2=Two Family; 3=Garage; 4=Other	General	1 *Ensure data is separated by semicolons (;) when entering multiple values.*
CN	Construction Type: 1=Site Built; 2=Mfd. Per WI UDC; 3=Mfd. Per US HUD	General	1
CO	Stories: 1=1-Story; 2=2-Story; 3=Plus Basement; 4=Other	General	2 *Ensure data is separated by semicolons (;) when entering multiple values.*
CP	Electric Panel Amps	General	200
CQ	Electric: 1=Underground; 2=Overhead	General	1
CR	Walls: 1=Wood Frame; 2=Steel; 3=ICF; 4=Timber/Pole; 5=Other	General	1
CS	Use: 1=Seasonal ;2=Permanent; 3=Other	General	2
CT	HVAC Equipment: 1=Furnace; 2=Radiant Basebd; 3=Heat Pump; 4=Boiler; 5=Central AC; 6=Fireplace; 7=Other	General	1
CU	Sewer: Municipal *OR* Sanitary Permit	General	Sanitary Permit
CV	Sanitary Permit #	General	1255-45
CW	Water: Municipal *OR* On-Site Well	General	Municipal
CX	Nat Gas Space Htg: 1=Yes or 0=No	General	1
CY	Nat Gas Water Htg: 1 = Yes or 0= No	General	1
CZ	LP Space Htg: 1 = Yes or 0= No	General	0
DA	LP Water Htg: 1 = Yes or 0= No	General	1
DB	Oil Space Htg: 1 = Yes or 0= No	General	1
DC	Oil Water Htg: 1 = Yes or 0= No	General	1
DD	Electric Space Htg: 1 = Yes or 0= No	General	1
DE	Electric Water Htg: 1 = Yes or 0= No	General	1
DF	Solid Space Htg: 1 = Yes or 0= No	General	1
DG	Solid Water Htg: 1 = Yes or 0= No	General	0
DH	Solar Geo Space Htg: 1 = Yes or 0= No	General	0
DI	Solar Geo Water Htg: 1 = Yes or 0= No	General	0
DJ	Heat Loss (BTU/HR Total Calculated): *(Only numbers allowed)*	Number	60000
DK	Est. Building Cost without Land ($):	General	214345 or 214345.19

	(Only numbers and decimal allowed)		
DL (*)	Applicant Name (*)	General	Jane Doe
DM	Applicant Sign Date (Format: mm/dd/yyyy)	Date	10/31/2017
DN	Applicant is Owner-Occupier: 0=No, 1=Yes	General	1
DO	Approval Condition Remark	General	Test Approval
DP (*)	Issuing Jurisdiction Type (*): Town *OR* Village *OR* City *OR* County OR State	General	City
DQ	Issuing Jurisdiction Name: (Town/Village/City/County/State) NAME	General	MADISON
DR	State-Contracted Inspection Agency#:	General	
DS (*)	Municipality Number of Dwelling Location (*)	Text	01201 *Ensure this field is formatted as "Text."*
DT	Plan Review Fee ($)	General	220
DU	Inspection Fee ($)	General	1606.84
DV	WI Permit Seal Fee ($)	General	38
DW	Other Fee ($)	General	1962.18
DX	Total Fees ($)	General	3827.02
DY	Permits Issued: 1=Construction; 2=HVAC; 3=Electrical; 4=Plumbing; 5=Erosion Control	General	1;3 *Ensure data is separated by semicolons (;) when entering multiple values.*
DZ (*)	WI Permit Seal Number: *(Only numbers allowed)* (*)	General	455301
EA (*)	Permit Issued By: Name (*)	General	Michael A. Approver
EB (*)	Permit Issued By: Date *(Format: mm/dd/yyyy)* (*)	Date	4/1/2021
EC	Permit Issued By: Telephone *(Format: xxx-xxx-xxxx)*	General	920-111-1121
ED	Permit Issued By: Certificate No.	General	11452
EE	Building Permit Number	General	12345-56

CSV File Error Messages

CSV Column	Field	Error Message
(A)	Application No.	Duplicate value found: Application Number
(D-I)	All Owner fields	Owner Information is required and missing
(C)	Permit Requested (1=Construction; 2=HVAC; 3=Electric; 4=Plumbing; 5=Erosion Control; 6=Other)	Permit Type is Required
(J-L) **(R-T)**	Dwelling Contractor and Dwelling Contractor Qualifier fields	Missing Dwelling Contractor Information, Missing Dwelling Contractor Qualifier Information
(AG-AN) and **(AO-AV)**	All Electrical Contractor fields All Master Electrician fields	Missing Electrical or Master Electrical Contractor Information
(AW-BD)	All Plumbing Contractor fields	Missing Plumbing Contractor Information
(BG) and **(BH)**	Town/Village/City Type: Town Of *OR* Village Of *OR* City Of *OR* County Of *and* Town/Village/City NAME	Project Location Type and/or Name are required
(BW)	Project: 1=New; 2=Alteration; 3=Addition; 4=Repair; 5=Raze; 6=Move; 7=Other *(if New (1), no other project should be entered)*	Project Type is Required
(DL)	Applicant Name	Missing Applicant Name
(DL)	Issuing Jurisdiction Type: Town *OR* Village *OR* City *OR* County OR State	Issuing Jurisdiction Type is required
(DS)	Municipality Number of Dwelling Location	Municipality Number of Dwelling Location does not match
(DZ)	WI Permit Seal Number	Missing Wisconsin Permit Seal Number
(EA)	Permit Issued By: Name	Missing Permit Issuer Name
(EB)	Permit Issued By: Date *(Format: mm/dd/yyyy)*	Missing Permit Issuer Date
(EB)	Permit Issued By: Date *(Format: mm/dd/yyyy)*	Permit Issue Date has to be in a Valid Date Format
(EB)	Permit Issued By: Date *(Format: mm/dd/yyyy)*	Permit Issue Date has to be after Nov 2016
(EB)	Permit Issued By: Date *(Format: mm/dd/yyyy)*	Permit Issue Date cannot be in the future
	All Date fields *Highlighted text is the field value that is not recognized.*	Invalid date: 12345 - Date should be in valid format ex. mm/dd/yyyy.
	All Email fields (if required or invalid formatting)	Email field is not in valid email format
	All Zip code fields	Zip code cannot be more ten characters (numbers and dash only ex. 12345-7890)

	All phone number fields	Phone Format is invalid- please check if all phone numbers are in format 'XXX-XXX-XXXX'

CSV File Logic

CSV Column	Field	Logic
		Municipality Reporting Mode must be set to Standard w/ CSV Upload
(DS)	Municipality Number of Dwelling Location	Municipality Access Code must match the Municipality you used to login to the Municipality Workspace
(A)	Application No.	Application Number is required and must be unique
(C)	Permit Requested (1=Construction; 2=HVAC; 3=Electric; 4=Plumbing; 5=Erosion Control; 6=Other)	Permit Requested Type is required
(D-I)	All Owner fields	Owner information is required (Name, Address, city, zip, email, phone)
(J-L) **(R-T)**	Dwelling Contractor and Dwelling Contractor Qualifier fields	Dwelling Contractor Name, Contractor License, License Expire Date are required
(AW-BD)	All Plumbing Contractor fields	If Permit Type = Plumbing, then Plumbing contractor information is required (Contractor Name, Contractor License, License Expire Date, Address, City, Zip code, Telephone, Email)
(AG-AN) and **(AO-AV)**	All Electrical Contractor fields All Master Electrician fields	If Permit Type = Electrical, then Electric Contractor and Master Electrician information is required (Contractor Name, Contractor License, License Expire Date, Address, City, Zip code, Telephone, Email)
(DN) **(J-L)** **(R-T)**	Applicant is Owner-Occupier: 0=No, 1=Yes Dwelling Contractor and Dwelling Contractor Qualifier fields	If applicant is Owner-Occupant then Dwelling Contractor and Dwelling Contractor Qualifier information is NOT required
(BG)	Town/Village/City Type: Town Of *OR* Village Of *OR* City Of *OR* County Of	Project Location Type is required
(BH)	Town/Village/City NAME	Project Location Name is required
(BW)	Project: 1=New; 2=Alteration; 3=Addition; 4=Repair; 5=Raze; 6=Move; 7=Other *(if New (1), no other project should be entered)*	Project Type is required
(DL)	Applicant Name	Applicant Name is required
(DP)	Issuing Jurisdiction Type: Town *OR* Village *OR* City *OR* County OR State	Issuing Jurisdiction Type is required
(DS)	Municipality Number of Dwelling Location	Municipality Number of Dwelling Location must match the Municipality for which you are logged in

(DZ)	WI Permit Seal Number	Wisconsin Permit Seal Number is required
(EA)	Permit Issued By: Name	Permit Issuer Name is required
(EB)	Permit Issued By: Date *(Format: mm/dd/yyyy)*	Permit Issuer Date is required and must be in proper date format
(EB)	Permit Issued By: Date *(Format: mm/dd/yyyy)*	Permit Issue Date must be after Nov. 2016
(EB)	Permit Issued By: Date *(Format: mm/dd/yyyy)*	Permit Issue Date cannot be in the future